

Chief, Forms Management Branch

3 August 1959

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Revision of Security Check Officer List (Form 109)

1. FACTS

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On 27 July reviewed about 3000 Security Check List (Form 108) and Security Check Officer List (Form 109) forms collected by the Physical Security Office.

This review was performed to reveal the number of safes that are not being used often enough to warrant their existence in the offices that are charged with them.

2. FINDINGS

- a. During the review it was noted that about 98% of the Forms 109 did not show any remarks on the reverse side.
- b. In the space indicated for "Month" nearly all of the consumers indicated one day, the form was used for only that one day, then forwarded to the Office of Security. The form presently has space allotted for 26 days, therefore they are using 26 more of these than they should.
- c. Item No. 9 in the instructions plainly states that the form will be turned in at the end of the month.

3. RECOMMENDATIONS

- a. The instructions for this form cover numerous subjects. A distinction should be clearly shown by either placing a line between them and/or giving each subject its own heading.
- b. Indicate in the instructions that the form should be used until the spaces indicated for the "Day and Hour Secured" are expended.
- c. Revise the reverse side of the form, eliminating some of the space allotted for "Remarks", and print the checking and certification information thereon. Limit the amount of space for "Remarks" to five lines on both sides of the form and print the form identically on both sides including the instructions.

- d. Print blocks showing TO: and FROM; which would remove the necessity of buck slips, cover sheets, or envelopes in transmitting the form to the Office of Security.



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